

## **INFORMATION PROVIDED BY DHS SPECIFIC TO THIS RFP**

a. Purpose

This Request for Proposal (RFP) is to provide interested contractors with sufficient information to enable them to prepare and submit proposals for consideration by the Department of Human Services to satisfy its need for services to address 1) Child Safety, 2) Permanency, and 3) Improved functioning to Strengthen Families in accordance with the Strong Families/Safe Children guidelines.

b. The maximum annual dollar amount for services described in this RFP shall not exceed \$120,806.00.

c. The Montcalm County Department of Human Services in collaboration with the Montcalm Human Services Coalition is seeking new and innovative services to further strengthen families and children in Montcalm County.

Client characteristics and eligibility criteria

Clients will be families with minor children at-risk of out-of-home placement, child abuse or neglect, adoption disruption, or delinquent behavior.

The focus of measurable change toward achieving 1) child safety, 2) permanency, and 3) improved functioning to strengthen families can be the child, parent(s), or the family.

“Family” is broadly defined and includes biological, adoptive, foster, kinship care, or extended families.

“Children” are defined between the ages of 0-18 years.

Service recipients must be residents of Montcalm County.

Those eligible for service include:

- Families with children at risk of child abuse/neglect (maltreatment)
- Families with children where the safety of the child or other family member is at risk
- Families with children experiencing crisis’ that put children at imminent risk of removal
- Families with children with circumstances, behavior, history, etc. that put children at risk of out-of-home placement
- Families with children that are experiencing instability that can lead to out-of-home placement
- Families with children in placement where reunification is the goal (time-limited reunification services)
- Children placed with grandparents or other relative caregivers

- Families adopting children from out of the foster care system when adoption is in the best interests of the children (children from foster care are an at-risk population)
- Children in placement and/or waiting to be placed for adoption are at risk of multiple placements and/or languishing in the system

#### Current Extent of the Problem:

This information is found in the Kids Count of Michigan/ Data Book 2005 and data report SWSS PS-004 available through Montcalm County DHS.

**Child Safety:** The SWSS PS-004 shows that Montcalm County DHS investigated 412 complaints of child abuse and or neglect in 2005. 78 of these investigations found a preponderance of evidence that abuse or neglect did occur. The 2005 Kids Count Data indicates, there were 856 children in the homes of families investigated for child abuse and or neglect.

**Permanency:** The latest Kids Count information shows 52 children in out-of-home care. Forty eight of these children were placed due to abuse and or neglect by their caregivers and 4 were placed due to delinquent behavior.

**Improved functioning to Strengthen Families:** SWSS PS-004 shows that of the 412 cases investigated, 78 cases were substantiated for child abuse and or neglect. It also shows that 276 cases (category 4) did not have a preponderance of evidence but did have some level of poor family functioning.

#### Expected Outcomes:

##### **Child Safety:**

The Montcalm Human Services Coalition seeks services in the categories of “family preservation placement prevention services, family support services, time-limited reunification services, and/or adoption promotion and support” to align with the federal goal of child safety. Child safety is defined as “children are safely maintained in their homes whenever possible and appropriate. Children are protected from child abuse and neglect. Safety is first and foremost.”

Through a prioritization process, the Montcalm Human Services Coalition indicated a strong desire for services such as “intensive family preservation services, crisis prevention services, and intensive in-home services designed to increase parenting skills, family budgeting and coping with stress” to address child safety but welcomes all service proposals effectively addressing child safety.

**It is expected that there will be a ten percent (10%) annual reduction of the number of substantiated Child Protective Services investigations for child abuse or neglect.**

Examples of service-level outcomes related to child safety include:

- Children are safe in their own homes.
- Children are free from abuse and neglect.
- Out-of-home placements of children are reduced.
- Families successfully nurture their children.
- Families provide basic needs for their children.
- Parent(s) are knowledgeable of child developmental milestones.
- Children's developmental needs are met.
- Families are knowledgeable of available resources and support services.
- Parenting skills will improve.
- Families are able to manage stress.
- Families are able to resolve conflicts without violence.
- Families are involved in service plan development.

Permanency:

The Montcalm Human Services Coalition seeks services in the categories of “family preservation placement prevention services, family support services, time-limited reunification services, and/or adoption promotion and support” to align with the federal outcome of permanency. Permanency is defined as, “Family preservation, family continuity, reunification, or alternative permanency plan. Children will safely reside in their own homes. When they cannot reside safely at home, they will maintain stable, permanent family and kinship ties. When cannot reside safely in own home, children placed out-of-home will have safe and timely reunification with their family, or an alternative permanency plan. When cannot reside safely in own home, children placed out-of-home will not experience repeat placements or languish in the system.”

Through a prioritization process, the Montcalm Human Services Coalition indicated a strong desire for services such as “follow-up care or services that maintain stability when children are returned to families” to address permanency but welcomes all service proposals effectively addressing permanency.

**It is expected there will be a ten percent (10%) annual reduction in the number of children in out of home placement.**

Examples of service-level outcomes related to permanency include:

- Children will safely reside in their own home.
- Children have permanency and stability in their living situations.
- Out-of-home placements of children will be reduced.

- Families can resolve conflicts without violence.
  - Children will maintain family and community bonds.
  - Reduce number of youth requiring removal due to juvenile offenses.
  - Increase number of court-involved youth that complete school.
  - Visitation between children in foster care and their parents/siblings is facilitated.
  - Children will not experience repeat placements.
  - Reunification of children with their families will occur in a timely manner.
  - Families will be free from substance abuse.
  - Children that cannot remain safely at home are placed with family or kin providers.
  - Children's custody status will stabilize or improve.
  - Increase the number of specialized foster homes to care for multiple needs children.
  - Children in out-of-home placement will not languish in the system.
  - Parental/caregiver stress is reduced.
  - Parental/caregiver coping skills are increased.
- Families achieve their individualized service plan goals.

#### Improved Functioning to Strengthen Families:

The Montcalm Human Services Coalition seeks services in the categories of "family preservation placement prevention services, family support services, time-limited reunification services, and/or adoption promotion and support" to align with the federal outcome of improved functioning to strengthen families. Improved functioning to strengthen families is defined as "Parenting role and skills are positively strengthened and supported. Families have enhanced capacity to provide for their children's needs; child development needs are recognized and met; social, cultural, and identity needs are recognized and met; behavioral, emotional, and health needs are recognized, improved, met. Family relations and interactions (child-to-child, child-to-adult) are improved."

Through a prioritization process, the Montcalm Human Services Coalition indicated a strong desire for services such as "parent education, school-based programs, and mentoring" to address improved functioning to strengthen families but welcomes all service proposals effectively addressing improved functioning to strengthen families.

**It is expected there will be a ten percent (10%) annual reduction in the number of Child Protective Services investigations resulting in a category IV, that is, did not have a preponderance of evidence of child abuse or neglect but having some level of poor family functioning.**

Examples of service-level outcomes related to improved functioning to strengthen families include:

- Families have enhanced capacity to provide for their children's needs.
- Children will be free from abuse and neglect.
- Children will not experience out-of-home placement.

- Parents demonstrate improvements in parenting skills.
- Children reach age-appropriate developmental milestones.
- Parents are knowledgeable of their child's development.
- Family members have positive interactions with one another.
- Decrease children's behavioral problems at school.
- Children regularly attend school.
- Youth improve academic performance.
- Children's reading, science, and math skills improve.
- Children and youth will not enter the criminal justice system.
- Families have accessible resources to meet their needs.
- Families have a support network.
- Families are able to obtain affordable housing.

State any mandated requirements:

Proposed service must be new or enhanced direct services to at-risk, vulnerable children and families as defined under eligibility.

Services must be intensive enough and of sufficient duration to keep children safe and meet family needs.

Service information and outcomes must meet Department of Human Services Strong Families/ Safe Children program requirements. Department of Human Services is the fiduciary for the Strong Families/ Safe Children funds, and as such, all Department of Human Services financial, accounting, purchasing, and contracting policies and processes apply.

Unallowable Costs:

SF/SC funds cannot purchase or fund:

- 1) Out-of-home placement of children. This includes out-of-home respite of children for an extended stay or for overnight. In-home respite of children and 'within the day' out-of-home respite are allowable services.
- 2) Medical costs and medical/health services are prohibited under these federal funds (i.e., immunization services, dental clinic services, etc.). Services may not be purchased requiring provision by a medical services professional (physician, nurse, nurse's aide, etc.).
- 3) Child day care services (SF/SC funds cannot supplant, supplement, or expand FIA child day care funds, rates, or eligibility). SFSC may fund on-site child care of children while a parent(s) or caregiver participates in a service funded by SF/SC (i.e., on-site childcare may be a component of a SF/SC funded parent education class).

- 4) Recreational activities unless they are provided to families with children at risk of out-of-home placement, child abuse/neglect, or as defined under client eligibility. Additionally, recreation is to be delivered in concert with other service components, which enhance family functioning, permanency, or child safety. Targeted camperships are allowable.
- 5) Costs to support law enforcement personnel or activities are prohibited.
- 6) Purchase made “across the board,” or in quantities as opposed to individually purchased as part of a specific family service plan (no team or band uniforms, sporting equipment, emergency services items, back-to-school supplies, vouchers, books, membership fees, athletic passes, etc). Lice kits can be purchased if used within the current fiscal year. Incentives may be allowed specific to a service and the contract identifies examples (i.e., a parent education contract identifies incentive as part of service delivery, to be a gift certificate to service recipient that completes the parent education program).
- 7) Service provided on a one-time ‘drop-in’ or one-visit ‘drop-by’ basis. Information & Referral services are an exception and are allowable. Center-based services or activities such as parenting classes, playgroups, Resource Center Family Advocate or Resource Coordination positions, center-based primary service provision such as DHS model Wraparound Coordination, support groups, etc. are allowable services.
- 8) Commodities versus direct services
- 9) One-time events and short-term projects, these funds are intended for consistent and sustainable levels of service.
- 10) “Bricks and Mortar” or any capital expenditure.
- 11) Supplies or building supplies for construction of houses (i.e., Habitat for Humanity).
- 12) Playground or park equipment
- 13) Entertainment events such as teen dances, musical events, golf outings, community events, etc.
- 14) Costs related to applying for grants or other funding.

Furthermore, Federal law prohibits SF/SC funds to supplant (replace) Federal and non-federal funds/resources for services. Local entities must provide assurances to the state that supplantation has not occurred and maintain sufficient information to document this maintenance of effort.

SF/SC are federal funds and cannot be used as match funds for other federal or non-federal funds, resources, or services.

Administrative cost funds may not be used for expenses including but not limited to the following: collaborative projects or activities unrelated to SF/SC; secretarial support; out of state travel; membership fees and/or dues (i.e., MPCB dues); costs in excess of State rates for approved in-state travel or meal expenses; training for collaborative members that is not related to SF/SC services or child welfare topics.

Note: Training that is new or enhanced and relevant to SF/SC services and best practices in child welfare for staff that works directly with families is allowable as direct service costs under the service category definitions.

d. Prior Experience Disclosure

Prior experience in the field of children services is especially important in the selection of a contractor. Proposals submitted should include:

Proven experience providing child-welfare type services to at-risk children and families in a rural community.

Proven experience partnering with community organizations and their staff.

e. Personnel

The contractor must supply staff which clearly possesses talent and experience in providing services to at-risk families.

Experience and educational characteristics comparable to those staff providing similar services in similar organizations, or other characteristic otherwise found acceptable for quality service provision.

Contractor must provide documentation that staff has both the necessary educational and work experience to provide services to this target population.

f. Time Frames DHS contemplates that this project will be ongoing and will be issuing a contract to cover a three year period provided funding is available and that objectives are reached.

g. Reports

The following reports will be required:

Monthly progress reports and billing submissions will need to be submitted to the Department of Human Services and to the Montcalm Human Services Coalition staff. These reports will include the number of families referred, number of referrals accepted, number of referrals rejected, and reports to caseworkers that provide a brief description of the services provided.

Monthly narrative progress reports discussing measurable progress toward planned goals, information on service implementation challenges, fund amount billed to date, and other general comments will be submitted to Montcalm Human Services Coalition.

The contractor will be required to prepare an Annual Strong Families/ Safe Children report that must be submitted to Montcalm Human Services Coalition at the end of each fiscal year.

h. Evaluation

This contract will be evaluated by DHS on the following criteria:

Data comparison of planned and actual achievement of client objectives.

Contractor shall develop appropriate service outcome(s), objective(s), and indicator/ data source to determine progress or achievement. Form(s) will be provided by the Montcalm Human Services Coalition and/or the Department of Human Services. Service objectives shall measure change in client knowledge, skills, attitude, behavior, or improved condition/ status.

Outcomes shall include outcomes identified in the Michigan Department of Human Services 2006 Business Plan. Those outcomes are:

- Increase the number of children who remain safely in their own homes.
- Decrease the length of stay of children in foster care.
- Increase the number of children who achieve permanency.

The primary evaluation focus will be on quantitative (numerical) data with secondary focus on qualitative (narrative) data.

i. Method of payment

This contract will be paid by the following method:

☒ Actual Cost



## **RATING CRITERIA**

Request for Proposals (RFP) proposals will be rated by a Rating Committee according to the following criteria:

A. Bidder's Experience/Qualifications

(Category A maximum points 30)

1. Experience

- a. Does the bidder have experience in this or a related service?
- b. Do the staff persons who will provide services have experience in this or related services?
- c. Were individuals/agencies who previously received services from the bidder satisfied with them?

2. Qualifications

- a. Do the position descriptions and resumes indicate the bidder possesses the administrative structure and capacity to adequately perform the service(s)?
- b. Has the provider performed similar services for DHS in the past? If yes, has performance and compliance with contract terms been accepted?

B. Program Implementation (Work Plan)

(Category B maximum points 50)

1. Management/Work Activities

- a. Does the bidder have management and administrative support personnel adequate to produce a satisfactory level of performance?
- b. Does the work plan specify activities that are adequate to address and resolve the problems stated by DHS?
- c. Will the service provided correspond to DHS' needs?
- d. Does the bidder have an evaluation tool that effectively demonstrative outcome measures?

2. Accessibility

- a. Is the bidder able to provide services at times when most clients can access them?
- b. Is the bidder accessible to the target client population?

C. Resource Allocation

(Category C maximum points 20)

1. Are the staffing resources allocated to accomplish the work plan adequate and stable?
2. Are the other resources allocated to accomplish the work plan adequate to support the described services?
3. Is the quantity of the proposed service adequate for the resources?

Total points must equal 100.

## REQUEST FOR PROPOSAL POLICY

### General Information

This Request for Proposal (RFP) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Department of Human Services.

#### 1. Contract Award

Contract award negotiations will be undertaken with those Contractors whose proposals, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

The contract entered into will be that contract most advantageous to DHS, price and other factors considered. DHS reserves the right to consider proposals or modifications thereof received at any time before the award is made, if such action is in the best interest of DHS.

If a contract is awarded, the selected bidder will be required to comply with the General Provisions, which will be a part of the contract.

#### 2. Rejection of Proposals

DHS reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of DHS. This RFP is made for information or planning purposes only. DHS does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

#### 3. Incurring Costs

The State of Michigan is not liable for any cost incurred by the Contractors prior to issuance of a contract.

#### 4. Inquiries

Questions that arise as a result of this RFP must be submitted in writing to the Issuing Office. All questions must be submitted on or before the date specified on the cover letter.

5. Amendment to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all bidders who received the original RFP.

6. Response Date

To be considered, proposal must arrive at the Issuing Office on or before the date specified in the cover letter. Bidders mailing proposals should allow normal delivery time to ensure timely receipt of their proposals.

7. Proposals

To be considered, bidders must submit a complete response to this RFP, using the format provided in Subsection 2. No other distribution of proposals will be made by the bidder. Proposals must be signed by an official authorized to bind the bidder to its provisions. The proposal must remain valid for at least 90 days.

8. Acceptance of Proposal Content

The contents of the proposal of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

9. Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFP.

10. Prime Contractor Responsibilities

The selected Contractor will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the State will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

11. News Releases

News releases pertaining to this RFP on the service, study, or project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

12. Disclosure of Proposal Contents

Proposals are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).

After contract award, a summary of total price information for all submissions will be furnished upon request to those Contractors participating in this RFP.

13. Independent Price Determination

a. By submission of a proposal, the offeror certifies:

- 1) The prices of the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the offeror and will not be knowingly disclosed by the offeror or to any competitor;
- 3) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- 4) The price quoted is not higher than that given to the general public for the same service.

b. Each person signing the proposal certifies that:

- 1) She/he is the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the proposal, and that she/he has not participated, and will not participate in any action contrary to a. 1, 2, 3, and 4 above; or
- 2) She/he is not the person in the offeror's organization responsible within that organization for the decision as to the prices being offered in the proposal, but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to a. 1, 2, 3, and 4 above, and as their agent does hereby so certify; and that she/he has not participated, and will not participate in any action contrary to a. 1, 2, 3, and 4 above.

- c. A proposal will not be considered for award if any statement made in the proposal has the sense of deleting or modifying a. 1, a. 3, or b., above. If a. 2. has been modified or deleted, the proposal will not be considered for award unless the offeror furnished with the proposal a signed statement which sets forth in detail the circumstance of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

**b) BIDDER RESPONSE TO DHS**

## BIDDER RESPONSE SECTION

1. Bidder Name: \_\_\_\_\_
2. Federal Identification Number (for agency): \_\_\_\_\_  
or  
Social Security Number (if individual): \_\_\_\_\_
3. Bidder Mailing Address: \_\_\_\_\_
4. Type of Organization: (Check one) Individuals are private proprietary.  
\_\_\_\_\_ private, non-profit      \_\_\_\_\_ private, proprietary      \_\_\_\_\_ public
5. Bidder's representative who is the authorized negotiator for the bidder:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Telephone number)

6. Statement of Intent

The bidder hereby assures that the Request for Proposal has been reviewed by the organization's governing body and that body has authorized submission of a proposal; that the person identified above as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a proposal and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for Proposal, if selected and funded to do so.

Further, the bidder acknowledges that the General Provisions have been read, reviewed and understood.

\_\_\_\_\_  
Signature of Organization  
President or Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name of Organization  
President or Director

\_\_\_\_\_  
Date



The documents listed below must be provided to DHS prior to the time the contract is issued.

- Proof of public liability insurance. A copy of the policy or a letter from your insurance company (on letterhead) must be provided. If you currently do not have liability insurance, a letter from an insurance company (on letterhead) indicating that application for this insurance has been made may be submitted with the bid. However, proof of insurance must be provided prior to any contract being signed. If liability insurance cannot be obtained, you will be required to submit justification.

A. Bidder Experience/Qualifications

Provide the following information:

1. If a portion of the services are being subcontracted, provide all information requested below, as it applies to both the bidder and the subcontractor(s).

| **NOTE:** If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform.

The contractor is responsible for the performance of the subcontractor who is held to the same standard of quality and performance as the contractor. Raters of bid proposals will consider the qualifications of both the contractor and subcontractor when making contract award recommendations.

- Give a brief explanation of the purpose or mission of your agency or company;
  - Indicate the current number of employees on an organizational chart, including the following information:
    - .. Full time;
    - .. Part time;
    - .. Contractual;
    - .. Person in the organization who will be the liaison to the DHS Contract Administrator;
    - .. List of locations within the state at which you or your agency maintain offices;
    - .. List all other contracts you have or have had with the Department of Human Services within the past five years and with other private or public agencies.
2. For each service bid, prepare a narrative description of your or your agency's prior experience providing that or a similar service. Include the following information:
    - Service description;

- Recipient of service;
  - Dates of service provision;
  - Name and telephone number of a contact person for each individual or agency for whom service was provided.
3. Using the Bidder Response: Staffing Allocation & Qualifications (CM-0011), provide the requested information for each service for which a bid is submitted.
- Provide position descriptions for all positions included in the price quotation. Identify the positions current staff will fill if the contract is awarded to the bidder. Identify specific experience current staff has as it pertains to the services to be provided (possession of applicable licenses, completion of applicable training or workshops, etc.). Include resumes for all current staff who will provide services if the contract is awarded to the bidder and qualifications and job descriptions for positions to be filled.
  - For each position, list the number of hours and the number of weeks expected to be devoted to this service.
4. Describe your current rate of turnover, including expectations for current staff continuance, planned staff reductions or growth, and comment regarding anticipated future turnover.
5. Provide an organization chart which shows the structure which will be used to provide services if the contract is awarded. This should show who in your organization will be responsible for reporting to DHS' Contract Administrator.

B. Work Plan (Program Implementation)

In narrative form, please describe how you or your agency would implement the program described by DHS. Include the following information and identify each section by number and heading indicated below.

1. Supervision

Describe when and how staff will be supervised.

2. Staff Allocation

Describe the method used to determine the amount of staff time (both management and direct) needed to fulfill the terms of the service as described.

3. Curriculum

For teaching and/or training services, provide a copy of the curriculum which will be used. If not applicable to your service, enter N/A. If the curriculum is specified in the RFP and must be followed as outlined, indicate "Will follow required curriculum." Identify all audio-visual and/or training aids which will be used.

4. Service Delivery

Prepare a description of the way in which service would be provided */to a client, referred by DHS*. For example, list each step, process, or activity */a typical client would encounter* in successfully completing the service (similar to a program flow chart).

- | *For each process or activity, indicate how completing that process or activity would advance the client in accomplishing the general purpose of the service.* |Indicate the length of time required to complete the service: hours per day, days per week, and total hours/week.

Indicate how decisions will be made */regarding the client*. Be explicit in showing consultations with DHS.

- | *If service delivery depends on the characteristics or attributes the client brings to the service or specific circumstances in the life of the client, indicate the principle options available.*

Once the contract is awarded, indicate how long it will be before you or your agency will be able to provide service (be specific- i.e. 30 days, 45 days, etc.). */Specify the beginning and end dates for all training sessions for the first year of the contract.*

5. Budget Narrative

Use the Resource Grid (CM0043) to provide a narrative description of all resources you, the bidder, propose to use in order to meet the requirements of the contract. Itemize (without indicating actual dollar amounts) the types of employee benefits offered, the square footage of each facility, supplies, travel mileage, and other resources included in your budget. Be as specific as possible and quantify all resources whenever possible. You may attach additional pages if necessary. Please be as brief as possible, while including all pertinent information. This information will be used to determine whether or not the resources included in the price quotation are adequate to provide the services DHS wishes to purchase as stated in the RFP. An individual specifically assigned to conduct a fiscal review will compare the budget narrative to the price and budget documentation for each bid submitted.

NOTE: Do not include figures which would indicate the dollar amount of bid or unit cost in this section. Dollar amounts should be stated in the sealed price/budget portion of your response.

|6. Achievement of Outcomes

For client services, specify the number of clients expected to achieve the desired outcomes.

|7. Hours

Specify normal hours of business.

|8. Availability

Indicate ability and willingness to provide additional hours at other times or days if necessary.

9. Location

Identify each location where services will be provided. Include the street address, city, and zip code for all locations. For outreach services, indicate "Services will be provided in the client's home." Include square footage available at each location and the number of rooms to be used.

|10. Accessibility

Do facilities and services allow/encourage participation by clients with disabilities? That is, are training facilities accessible by wheelchair? Are restrooms accessible?, etc.

|11. Transportation

Indicate ability to arrange transportation for clients to receive services, such as convenience to public transportation, bidder-owned vehicles, etc.

|12. Outreach

Indicate ability to provide outreach services in clients' homes or mutually agreed-upon locations if this is requested in the service description.

13. Other

Based on DHS' description of the client population, describe any special considerations in the quotation or plans for providing service.

C. Budget Completion

Complete the following Price Quotation sheet and a Budget Statement (CM-468) and Budget Detail Sheets (CM-468A) in accordance with instructions. The bidder should complete the Budget forms only for the first 12 months if the bid is for a multi-year period.

Mail one copy of each together in an envelope separate from the rest of your proposal to the address specified in the in the cover letter to this RFP.

**MULTI-YEAR CONTRACTS:**  
**DOCUMENTATION OF REASONABLENESS OF COST**

In documenting the cost to establish a multi-year contract proposal the bidder should follow the same BUDGET COMPLETION INSTRUCTIONS and use the same Budget forms as a bidder proposing a one-year contract. The bidder should complete the Budget Statement (CM-468) and the Budget Statement Detail forms (CM-468A's) ONLY FOR THE FIRST 12 months of the multi-year period. Budgets for a 12 month period of operation will provide a common basis to evaluate multi-year bids.

The bidder may adjust the first year budget to establish a multi-year bid. However, the methodology should be described. In otherwords, the proposed price will be based on initial year costs, (reflected in the budget), adjusted for anticipated increases in the subsequent year(s) of the bid period. The basis for the amount and the reasonableness of the adjustment must be established by additional rationale and explanation. The price established and approved by DHS will be in effect for the entire period of the multi-year contract and cannot be changed during that time.

## PRICE QUOTATION

### Price per unit of Service Quotation

Use this form to state the price offered to DHS for the service to be provided. The price quoted is to be per unit of service as defined in the service description in the RFP. Please identify the service being bid, using the title as shown in the RFP. State any maximum numbers which apply to how much service can be provided (number of clients, number of units, or both). If the price offered is contingent upon some minimum amount of service being purchased, indicate these conditions. Complete one sheet for each service specified in the RFP.

Service Title: \_\_\_\_\_

Unit Title: \_\_\_\_\_

a. Price per unit bid: \$ \_\_\_\_\_/unit

b. Anticipated number of clients to be served: \_\_\_\_\_

c. Anticipated number of units provided: \_\_\_\_\_

If there is a second unit defined in this service:

Unit Title: \_\_\_\_\_

a. Price per unit bid: \$ \_\_\_\_\_/unit

b. Anticipated number of clients to be served: \_\_\_\_\_

c. Anticipated number of units to be provided: \_\_\_\_\_

|

Resource Grid, CM0043

Bidder Response: Staffing Allocation & Qualifications, CM0011

\*Contract Administrator: Replace this page  
with the forms above available in WORD